



# TOWN OF FLORENCE

## **BUILDING PERMIT Application & Checklist**

Planning & Zoning Department  
P.O. Box 2670  
600 North Main Street  
Florence, Arizona 85132  
(520) 868-7575  
[www.florenceaz.gov](http://www.florenceaz.gov)

# BUILDING PERMIT APPLICATION PROCESS

Acquiring a Building Permit helps assure the property owner that construction conforms to the regulatory and safety requirements of both the Town of Florence Development Code (Title XV Land Usage, Chapter 150: Development Code) and the State of Arizona (Arizona Revised Statute Section 9-467). As construction progresses, the Town Building Inspector makes scheduled inspections to document compliance and provide technical assistance regarding the applicable Codes.

The applicant must provide sufficient documentation so that the Building Safety Department can conduct a thorough plan review. The plan review process allows the Town Staff to note changes and corrections to help insure that construction will comply with all Town Codes. Depending on the scope of the building project, some or all of the following documents will be required with the application:

- Site Plan
- Building Elevations
- Mechanical Plan
- Signage Plan
- Structural Plan
- Electrical Plan
- Plumbing Plan
- Foundation Plan
- Landscape Plan
- Grading and Drainage Plan
- Engineered Drainage Study
- Engineered Truss Calculations
- Engineered Structural Calculations

Commercial and subdivision projects must submit a Design Review Application prior to applying for a building permit. Projects involving issuance of a building permit in the Historic District will also be reviewed by the Historic District Advisory Commission.

Some projects may require the issuance of an Air Quality Permit. Please consult with Pinal County Air Quality Control District at 31 N. Pinal Street, Building F, Florence, AZ 85132, (520) 866-6929. [www.pinalcountyyaz.gov/departments/AirQuality](http://www.pinalcountyyaz.gov/departments/AirQuality).

It is advisable to consult with the Building Safety Department prior to submittal. Missing or incomplete documents will delay the issuance of a Building Permit. Please allow approximately ten working days for the plan review process. You will be notified when a permit is ready to be issued. Construction prior to the issuance of a permit is subject to a STOP WORK ORDER and/or penalty of twice the normal fee.

In order for the Building Inspector to conduct the required, scheduled inspections the property address must be posted, the Building Permit must be prominently displayed, and the Inspection Card must be available for the Inspector to note the inspections performed. An approved set of building plans must also be on-site as an inspection aid to both the inspector and the builder.

# BUILDING PERMIT FILING REQUIREMENTS

Complete the attached application including your signature and date submitted. Note that lines 14 through 17 are for manufactured home permits only. Include with the application , two (2) copies as many of the following documents as necessary.

- ☐ **Site Plan:** Indicate the property dimensions; location and dimension of any existing buildings; location and type of any easements and right-of-way; location of any fences, utility poles or other permanent objects; geographic concerns; and location and dimension of proposed construction.
- ☐ **Building Elevations:** Some projects would require building elevations. The plans should show existing and proposed building elevations.
- ☐ **Grading and Drainage Plan:** All commercial type projects and some residential projects require a grading and drainage plan. The plan should show existing elevations and normal drainage flow. Storm-water management is a major concern; therefore the plan should indicate any changes in grade, changes in storm-water flow due to the addition of buildings, pavement, sidewalks and other hard-surface areas. Finally, the plan should indicate retention/detention abatement for the site.
- ☐ **Foundation Plan:** A foundation plan is required by the Building Code to support the vertical loads of the building and to prevent building damage from any horizontal forces. Foundations are more substantial when supporting bearing walls, posts or columns. Each building has unique foundation requirements. These requirements should be clearly addressed in the foundation plan.
- ☐ **Structural Plan:** The structural plan provides a clear overview of the type and construction of the shell of the building and the interior walls. Plan details illustrate headers, mechanical fasteners, truss layout and other items of note.
- ☐ **Electrical Plan:** The location and size of the service entry should be identified on the plans. Locations of outlets and switches should be shown. Special outlets and switches should be labeled. Plans for larger projects should include load calculations and labeling of circuits.
- ☐ **Plumbing Plan:** It is sufficient to identify the location of any fixtures only on a single-family residential plan. Plans for all other building types should also include plumbing schematics for water and wastewater systems. Plans for larger projects should also include fixture units and flow calculations.

- ❑ **Mechanical Plan:** Plans should indicate the unit type (heating, air-conditioning, etc.) and whether it is served by gas or electricity. Plans indicating gas appliances should show how they are to be vented. Commercial projects and multi-family projects with a shared heating/cooling appliance are required to include a ducting schematic in the plan set.
- ❑ **Landscaping Plan:** The Town of Florence encourages the use of water conserving plants. Plants serve to improve the quality of life for the building inhabitants, to enhance the appearance of the building and to provide screening for parking areas and mechanical equipment. The landscape plan should show how the above are to be achieved. The plan should also illustrate and detail an automatic watering system to maintain the plantings.
- ❑ **Signage Plan:** Where signs are permitted by the Florence Development Code, a signage plan showing the placement and size of the sign(s) is required. With few exceptions, ALL signs require a building permit.
- ❑ **Engineered Drainage Study:** Commercial and/or subdivision projects having a major impact on storm-water drainage will necessitate a detailed engineering study to determine the impacts and mitigation requirements of the project. The Town Engineer may provide comments regarding this study during the plan review process.
- ❑ **Engineered Truss Calculations:** The firm providing the trusses for a project can provide the engineering calculations for the specific trusses used. A copy of the engineering calculations should be submitted with the application, but in no case will trusses be allowed to be erected until the calculations have been submitted and reviewed by the Building Safety Department.
- ❑ **Engineered Structural Calculations:** Structural calculations prepared by a State licensed engineer for commercial projects, or projects of unique construction, will be required to be submitted along the with plan drawings. The Building Safety Department reserves the right to require structural calculations for all or part of any project.

All plans should be drawn to scale or otherwise noted. The applicant will be notified when the plan review has been completed and applicable fees will be assessed at that time. The Town of Florence uses the 2006 International Building Code to calculate the fee amount.

## BUILDING PERMIT CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
<b>Application</b>		
Owner Affidavit and/or Letter of Authorization Form		
<b>Fee</b> (Please review the fee schedule for applicable fees. All fees are Non-Refundable).		
Two (2) Copies of any requested filing documents		
Four (4) Copies of any required Engineering drawings: drainage report, truss calculations, structural calculations, etc.		

### STAFF TRANSMITTAL

- ☐ Florence Planning & Zoning
- ☐ Florence Public Works (if applicable)
- ☐ Florence Fire (if applicable)

# **TOWN OF FLORENCE**

## **BUILDING PERMIT APPLICATION:**

1	PROPERTY OWNER:			PH:
2	ADDRESS:			E-mail:
3				
4	JOB SITE ADDRESS:			
5	ASSESSOR'S PARCEL #:			ZONING:
6				
7	BUILDER/CONTRACTOR:			PH:
8	ADDRESS:			
9	STATE LICENSE #:	CLASS:	TOWN BUSINESS LICENSE #:	
10				
11	DESCRIPTION OF WORK:			
12				
13	VALUE:			
	SQUARE FOOTAGE:	BASEMENT=	1ST FLOOR	2ND FLOOR
14		CARPORT/PORCHES	GARAGE/STORAGE	TOTAL SQ. FT.
15	EXISTING UST:		PROPOSED USE:	

I HEREBY CERTIFY THAT THIS APPLICATION AND ALL SUBMITTALS ARE TRUE AND CORRECT. ALL LAWS AND ORDINANCES GOVERNING ZONING, BUILDING, AND HEALTH WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF THIS PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL ANY OTHER LAWS REGULATING CONSTRUCTION OR THE PERFORMANCE OF SAME. THIS PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL ANY OTHER LAWS OR CIVIL AGREEMENTS REGULATING CONSTRUCTION OR THE PERFORMANCE OF SAME.

SIGNATURE

DATE

PRINT NAME ABOVE

TITLE (CONTRACTOR, OWNER, ARCHITECT)

OFFICE USE ONLY		
SITE PLAN	Y / N	
HISTORIC DISTRICT	Y / N	
SETBACKS OK	Y / N	
HEALTH DEPT APP.	Y / N	
DUST CONTROL	Y / N	
PERMIT #	ISSUED BY/DATE:	
	FINAL INSPECTION BY/DATE	

# TOWN OF FLORENCE

## OWNER AFFIDAVIT

Contractors DO NOT complete this page

### AFFIDAVIT OF PERSONS CLAIMING OWNER/BUILDER EXEMPTION FROM LICENSED CONTRACTOR REQUIREMENT

PARCEL # or JOB ADDRESS: \_\_\_\_\_

PERMIT

# \_\_\_\_\_

The undersigned does hereby swear and affirm that he/she is the applicant for a building permit identified in the attached application and that he/she:

1. **Is the owner of the property** subjected to the application for a building permit, and:

A. ☐ will be doing the work themselves, or

B. ☐ will be doing the work jointly **with their own employees**, or

C. ☐ will be doing the work with persons otherwise exempted from licensing in accordance with Section 32-1121 Arizona Revised Statutes.

2. The structure or group of structures including the improvements thereto, is **intended for the owner's occupancy and is not intended for sale or rent for a minimum period of one year.**

The undersigned swears and affirms that the information therein is true and accurate and acknowledges

that the filing of an application containing false or incorrect information concerning an applicant's contractor's license or sales tax license exemption with the intent to avoid the licensing requirements of this chapter is "unsworn falsification", a criminal misdemeanor under ARS 13-2704.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# Town of Florence

## LETTER OF AUTHORIZATION

It is requested that an application for a Building Permit be accepted by the Planning and Zoning Department for property located at:

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Said property is owned by: \_\_\_\_\_ and hereby authorizes me to file this application on his/her behalf.

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_